

# Curriculum Development Checklist

## Phase 1

- Determine readiness (see readiness checklist)
- Conduct Focus Groups
- Establish curriculum committee(s)

## Phase 2

- Locate Montana program delivery standards ([www.mtrules.org](http://www.mtrules.org), Administrative Rules of Montana, Chapter 55)
- Locate Montana content standards ([www.opi.mt.gov](http://www.opi.mt.gov))
- Locate Essential Learning Expectations (ELE) ([www.opi.mt.gov](http://www.opi.mt.gov))

## Phase 3

- Locate local curriculum documents
- Locate curriculum consortia documents (if applicable)
- Locate other Montana district curriculum documents

## Phase 4

- Inventory local resources (e.g., educational materials, human resources, technology, schedules, etc.)

## Phase 5

- Compare local curriculum to Montana content standards and ELE
- Identify gaps in existing curriculum documents

## Phase 6

- Write or revise the curriculum
- Examine learning progressions

## Phase 7

- Match resources to curriculum
- Identify additional resources needed

## Phase 8

- Provide curriculum to Board of Trustees for public hearing and approval
- Create implementation plan
- Create professional development plan

## Phase 9

- Create comprehensive assessment system (formative to summative)
- Update curriculum review and revision schedule in Continuous School Improvement Plan and Annual Progress Report